

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
FORT HUACHUCA, ARIZONA 85613-7040

MEDDAC MEMORANDUM
NO. 735-1

15 February 2005

Property Accountability
REPORT OF SURVEY (ROS) PROCESSING

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1. HISTORY: This issue publishes a revision of this publication.

2. PURPOSE: To summarize regulatory guidelines and set forth local logistical policies and procedures for processing reports of survey (ROS).

3. APPLICABILITY: This memorandum applies to all personnel assigned/attached to USA MEDDAC, DENTAC, VETCOM, Ft. Huachuca.

4. REFERENCES:

4.1 AR 735-5, Policies and Procedures for Property Accountability.

4.2 AR 25-400-2, The Army Records Information Management System (ARIMS).

4.3 AR 15-6, Procedures for Investigating Officers and Board of Officers.

4.4 DA Pam 735-5, Survey Officer's Guide.

4.5 MEDCOM Policy Guidance Update to AR 735-5.

4.6 Report of Survey Officer Guide

5. RESPONSIBILITIES.

5.1 Approving Authority: The MEDDAC Commander is the approving authority. The approving authority will ensure that:

*This memorandum supersedes MEDDAC Memo 735-1, dated 02 Aug 2002

5.1.1 The Deputy Commander for Administration is appointed as the Appointing Authority.

5.1.2 That Appointing Authority appointment orders are filed with the Report of Survey (ROS) register.

5.2 Appointing Authority:

5.2.1 Ensures that a copy of the appointment orders are filed with the Report of Survey (ROS) register.

5.2.2 That responsible person's report lost, damaged, or destroyed items and that Initiation, processing and adjudication takes place within time limits established in AR 735-5.

5.2.3 Administrative action takes place to correct the causes of avoidable delays exceeding the processing time limits.

5.2.4 The report of survey register and files are maintained in the headquarters of the approving authority per AR 735-5, paragraph 13-19a (6) and in accordance with AR 25-400-2.

5.3 NCOIC Logistics Division: Responsible for ensuring all ROS's are processed within time frames listed in AR 735-5 when U.S. Government property is lost, damaged, or destroyed. Ensure surveys are processed in accordance with regulatory guidance. Supervise the preparation, maintenance, and management of the document/voucher register. Maintains the report of survey register, DA Form 1659, in accordance with AR 735-5. Submit ROS's for legal review as required. Any delays will be explained in writing and attached as an exhibit.

5.4 NCOIC Human Resource Division: Responsible for assigning a survey officer for reports of survey requiring investigation.

5.5 Property Book Officer will:

5.5.1 Provide guidance to the primary hand receipt holder in initiating the ROS.

5.5.2 Assign a document number to the ROS. Ensure missing equipment is dropped from formal accountability and damaged items are turned in.

5.5.3 Establish supporting document files to support transactions of dropping items from the property book.

5.5.4 Ensure Report of Survey Officers are briefed on duties and responsibilities. PBO will furnish Survey Officers with a copy of the Report of Survey Officer Guide.

6. POLICIES AND PROCEDURES FOR PROCESSING ROS:

6.1 Initiation Process:

6.1.1 The initiator of a ROS will normally be the hand receipt holder, on rare occasions the Property Book (PBO/Accountable Officer) may be required to initiate. If neither is available, the person with the most knowledge of the circumstances will serve as initiator. The initiator will prepare blocks 1 and 3-12 of DA Form 4697 and forward it to the Accountable Officer (Property Book Officer).

6.1.2 The accountable officer will complete blocks 14, 15, and 16 of the original and make six copies for processing. All exhibits should be labeled IAW AR 735-5, para 13-9a(3)(e). Property Management will review the ROS for accuracy, assign a document number, and attach a suspense cover sheet to the original for processing.

6.2 Distribution of ROS by the accountable officer:

6.2.1 Six copies of the ROS will be prepared. The accountable officer forwards the original of the DA Form 4697 and four copies with all exhibits to the appointing authority or approving authority as appropriate.

6.2.2 Copy five is posted to the supporting document file. Copy six is given to the initiator.

6.3 Processing ROS by Appointing and Approving Authority:

6.3.1 The appointing authority may determine from the information in block 11, DA Form 4697 and exhibits that there is no evidence of negligence. If so, he or she will check item A in block 17, complete blocks 18, 19, and 20. The ROS will then be forwarded to the approving authority.

6.3.2 The appointing authority may determine that there is evidence of negligence based on information provided in block 11. He or she may recommend liability without appointing a survey officer. When this option is applied, the appointing authority will ensure procedures are followed as outlined in AR 735-5, Chap 1 para 34-35.

6.4 Appointment of a Survey Officer:

6.4.1 The appointing authority may appoint a survey officer when the ROS does not contain enough information to make a decision without further investigation or direct an investigation according to AR 15-6 by completing blocks 21-25. The appointing authority will return the ROS to Chief, Logistics Division who will brief all investigation officers. Upon completion of the investigation, the ROS will be returned to Logistics for review and submission to the appointing authority for processing.

6.4.2 The appointing authority will review the recommendations by the survey officer, ensure all requirements are met and make one of the following decisions:

6.4.2.1 Return ROS to the survey officer for further investigation.

6.4.2.2 Concur with findings and recommendations.

6.4.2.3 Nonconcur with findings and recommendations.

6.4.3 If the appointing authority recommends financial liability and the survey officer does not, the appointing authority will ensure the procedure outlined in AR 735-5, para 13-34 and 13-35 are followed.

6.4.4 Forward the ROS to the approving authority.

6.5 Approving Authority:

6.5.1 When the survey officer recommends liability the approving authority will submit the ROS for legal review.

6.5.2 The approving authority can take the following actions:

6.5.2.1 Determine the investigation is incomplete and request further investigation.

6.5.2.2 Approve the recommendation or make a decision contrary to the recommendations of the survey officer.

6.5.2.3 Assess financial liability against one or more respondents by following guidelines outlined in AR 735-5, para 13-41 and 13-42.

6.5.3 The approving authority will complete blocks 37-40 and follow procedures outlined in AR 735-5, para 13-41 as applicable to his/her decisions.

6.5.4 When the approving authority decides to relieve all concerned from financial liability, he/she will enter an "X" in block 37c and enter the following statement in block 37: "All concerned are relieved from financial liability for the loss, damage, or destruction of the property listed on this Report of Survey". Authenticate in blocks 38 thru 40b.

6.5.5 When the approving authority decides to approve liability against an individual, he/she will enter an "X" in block 37c and make the following statement: "To hold (insert name, rank, and SSN) financially liable in the amount of (enter amount). Insert name and grade, monthly basic pay at the time of loss was (enter amount)".

6.6 Time constraints for initiation of reports of survey:

6.6.1 Active duty units have 75 calendar days for total processing. ROS's will be sent to the appointing authority not later than 15 calendar days after the date of discovering the discrepancy.

6.6.2 Survey officers will have up to 30 days to complete an investigation. Extensions will only be approved by the approving authority.

The proponent of this publication is the Chief, Logistics Division. Users are invited to send comments and suggested improvements on DA Form 2028 directly to Logistics Division, ATTN: MCXJ-LO, Fort Huachuca, Arizona 85613-7040.

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